

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Verification of Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request verification of a Qualified Domestic Relations Order (QDRO) that was issued on [Date of QDRO]. The details of the QDRO are as follows:

- Case Number: [Case Number]
- Parties Involved: [Your Name] and [Former Spouse's Name]
- Plan Name: [Name of the Retirement Plan]
- Date of Marriage: [Marriage Date]
- Date of Divorce: [Divorce Date]

Please confirm receipt of this QDRO and provide a written verification of its status and any necessary next steps required for implementation.

Should you need additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]